

MEMORANDUM FOR PEO STAMIS STAFF ELEMENTS AND PM/POs

SUBJECT: PEO STAMIS Policy Memorandum 99-04, Acquisition Workforce Continuous Learning Program

1. PURPOSE: This Memorandum establishes the policy for implementing the acquisition workforce Continuous Learning Program.
2. POLICY: IAW references in paragraph 4, PEO STAMIS acquisition workforce members (civilian and military) shall earn a minimum of 80 Continuous Learning points every two years, from the date of acquisition certification for the position encumbered or from the date of the prior two-year Continuous Learning certification.
3. PROCEDURES.
  - a. General:
    - (1) Individuals who are not certified for the position they encumber should concentrate on obtaining certification. These individuals are not subject to the Continuous Learning standard.
    - (2) For individuals certified in the positions they occupied on 15 Dec 98, the two-year certification period started on this date.
    - (3) Effective FY02, the policy establishes an Enhanced Standard requirement for civilian and military acquisition personnel in leadership positions. Leadership positions are Critical Acquisition Positions (CAP), non-CAP team leaders, supervisors, and managers.
  - b. Learning categories for points:
    - (1) Education/Academic: Academic courses from an accredited institution to obtain an undergraduate or graduate degree.
    - (2) Training:
      - (a) Functional and Technical: Courses from the Defense Acquisition University (DAU) to obtain higher certification or certification in multiple disciplines. Functional or technical training to keep current in an acquisition career field.

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(b) **Leadership:** Training designed to enhance any of the 27 leadership competencies within the five Executive Core Qualifications, identified by OPM for effective performance in managerial and executive positions.

(3) **Experiential/Developmental:** Rotational or developmental assignments structured to provide broadening experiences. Must be linked to leadership competencies or technical/functional skills appropriate to the career path and/or developmental goals and certification level of the individual.

(4) **Professional:** Activities sponsored by professional societies and associations, to include government-sponsored symposiums and conferences that maintain individual currency in functional or technical disciplines. Includes professional activities such as teaching, lecturing, speaking at conference, writing and publishing, and consulting.

(5) Encl 1 is a sampling of recommended courses that have proven to be either beneficial to the mission of the organization and/or the professional development of the individual. The employee's interest and the criteria as set forth in this policy are the only limits to the selection of courses, seminars, or training.

c. **Crediting Points:**

(1) **Education/Academic:** The International Association for Continuing Education and Training (IACET) use Continuing Education Units (CEUs) as measures of academic credit. The DAU assigns CEUs to courses offered. One CEU is equal to ten continuous learning points. For activities that do not assign CEUs, credit points will be assigned based on actual contact hours; i.e. one continuous learning point for every 60 minutes of interaction between learner and instructor. For distance learning (Internet, CD-ROM, etc.) which do not have academic credits or CEUs assigned, one continuous learning point is awarded per 60 minutes of minimum running time. For correspondence courses, continuous learning points will be awarded based on hours assigned to the course (a 40-hour course would equate to 40 continuous learning points).

(2) **Training:** Training sessions, workshops or other learning activities developed within the PEO/Directorate/PM/PO must be documented on the IDP. Continuous learning points for internally developed training may not exceed 40 per two-year cycle.

(3) **Experiential/Developmental:** For organizational, rotational, broadening, developmental and on-the-job assignments, a written agreement between the individual and supervisor must stipulate the time period, tasks to be accomplished and learning outcomes expected. Organizational, rotational, broadening, and developmental activities earn a maximum of 7 continuous learning points per month; up to 80 points in

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a two-year cycle for rotational and developmental assignments. On-the-job assignments designed to enable individuals to gain new technical or functional skills or enhanced leadership skills can earn a maximum of 5 continuous points per month; may not exceed 40 points in a two-year cycle.

(4) Awarding continuous learning points for attendance at or participation in routine, work-related briefings, meetings, working groups, etc. when in conjunction with the performance of the employee's duties, is not allowed.

(5) Training to meet the FY02 Enhanced Standard for CAP positions, team leaders, supervisors, and managers may be counted toward the Continuous Learning standard in the two-year cycle in which the training occurs.

(6) Continuous Learning points will not be awarded for courses fulfilled under the DoD Acquisition Career Management Mandatory Fulfillment Program.

(7) Enclosure 2 is a chart providing DoD guidelines for awarding points for different learning activities.

d. Documentation:

(1) The automated IDP is used to record the individual's Continuous Learning plan and for documenting continuous learning points. The plan should be documented in the block titled, "Leadership and Other Training". Points should be recorded in the "Status" block after the training is completed. This is interim policy until the IDP is revised to include a specific Continuous Learning Program section in the IDP (revision due out o/a Jan 00).

(2) Individuals are responsible for maintaining records for completed learning activities. First line supervisors are responsible for verifying and annotating the Continuous Learning Points section of the IDP. When 80 points have been recorded on the IDP within the two-year cycle, the ACRB or ORB will be updated to indicate Continuous Learning certification.

e. Waivers:

(1) Grace Period: Supervisors may grant a three-month grace period beyond the two-year Continuous Learning standard when work assignments, personal hardship or other circumstances beyond the workforce member and supervisor's control result in the inability to meet the standard within a two-year cycle. The supervisor will annotate approval of the three-month grace period on the member's IDP, thereby extending the cycle to 27 months. Written justification for an extension must be maintained by the

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supervisor. If the standard is not achieved within the grace period, previous Continuous Learning Standard certification will be lost and a new cycle will commence. Any points acquired in the previous cycle may not be carried over to the new cycle.

(2) Waiver: The Deputy Director, Acquisition Career Management may grant a waiver for a finite time to accomplish the Continuous Learning standard. OSD policy is that waivers may only be granted under extraordinary conditions beyond the workforce member or supervisor's control. This authority will not be delegated. As a rule, conditions justifying a waiver will be limited to the following:

(a) Assignment to a highly work-intensive position for a designated length of time, such as Program, Project or Product Manager.

(b) Assignment to a remote area, such as Korea, for a designated length of time due to the unavailability of opportunities to meet the standard within the required time period.

f. Enhanced Standards:

(1) Effective FY02, individuals in CAP positions, team leader, supervisors, and managers will be subject to Enhanced Standard requirements. Individuals shall be certified in their acquisition career field at the level designated for their position and meet the Continuous Learning standard for the two-year following certification, plus:

(a) Team leaders must have appropriate team leader training within 12 months of assignment to the position. Team leader positions are those whose primary purpose is, as a regular and recurring part of their assignment and at least 25% of their duty time, to lead a team of other government employees in accomplishing two-grade interval work that meets at least the minimum requirements of the General Schedule Leader Grade Evaluation Guide.

(b) Supervisors must complete the Supervisory Development Course within 6 months of assignment to the position and the Leadership Education and Development Course within 12 months of assignment to the position.

(c) In addition to the above, CAP positions must have 40 hours of management training within 12 months of assignment to the position. New managers are required to take the Management Development Course regardless of grade within 6 months after assignment to a management position.

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g. Incentives:

(1) Attainment of the Continuous Learning standard shall be a factor considered in selecting individuals for advanced acquisition developmental opportunities, assignments, and promotions.

(2) Certification will be included as a major factor in civilian and military support forms and as a contribution under the Leadership/Supervisor Factor in the Acquisition Workforce Personnel Demonstration.

h. Reports:

(1) The USD (A&T) will be provided at the end of each fiscal year a report on the number of employees certified during the year. Regional reports will be distributed to commands listing names of individuals who did not meet the Continuous Learning standard.

(2) BMD, PEO STAMIS, is responsible for developing and maintaining a system to track employee status on the Continuous Learning Program. Procedures for tracking employee progress will be established by BMD at a later date and incorporated into this Policy Memo.

4. REFERENCES.

a. Under Secretary of Defense Memorandum, subject: Reform Through Learning: USD (A&T) Policy on Continuous Learning for the Defense Acquisition Workforce, dated 15 Dec 98.

b. Acquisition Career Management Memorandum, SAAL-ZAC, subject: Draft Army Implementation Procedures – Defense Acquisition Workforce Continuous Learning Policy, dated 12 May 1999.

5. RESPONSIBILITY. Business Management Directorate is responsible for this PEO STAMIS policy. POC is Bob Aldrich, 806-4272/DSN 656-4272.

Encl

1- Recommended courses  
2- Guidelines for Crediting Pts

KEVIN CARROLL  
Program Executive Officer

## Sampling of Recommended Continuous Learning Courses

### Defense Acquisition University (DAU)

web site: [www.acq.osd.mil/dau](http://www.acq.osd.mil/dau)

- ACQ 101 & 201, Fundamentals and Intermediate Systems of Acquisition Mgmt
- CON 237, Simplified Acquisition Procedures
- LOG 201, Intermediate Acquisition Logistics
- SAM 101, Basic Software Acquisition Management
- TST 101/201/301, Introduction, Intermediate and Advanced Test and Evaluation

### Information Resource Management College (IRMC), Ft. McNair, D.C.

web site: [www.acq.osd.mil/dau/courses.html](http://www.acq.osd.mil/dau/courses.html)

- IRM 101 Basic Information Systems Acquisition. Non-resident; Internet based.
- IRM 201 Intermediate Information Systems Acquisition. Mid-level managers with responsibilities in information systems (IS)/information technology (IT) acquisitions. Develops competencies in applying IS/IT management skills in IS/IT planning, organizing, directing, and controlling information systems acquisition programs.
- IRM 301 Advanced Information Systems Acquisition. Senior managers with responsibilities in information systems (IS)/information technology (IT) acquisitions. Develops mastery level skills in evaluating and recommending strategies, evaluating plans, and making decisions in IS/IT acquisition management by using current technology to perform authentic tasks in a realistic, team oriented environment.

### George Mason University, School of Information Technology and Engineering (SITE)

web site: [www.gmu.edu/departments/seor](http://www.gmu.edu/departments/seor)

- SYST 511: Course on large system architectures. Also, one week seminar on same material without assignments
- SYST 512: Course on systems engineering management, Object Oriented Analysis (OOA), and quality systems, Capability Maturity Model (CMM).
- Certificate Program in Systems Engineering for Computer, Information, and Software Intensive Systems – 15 hours of graduate level classes. Taught at Fairfax campus.

### Sampling of Recommended Continuous Learning Courses (cont'd)

#### Team Leader (TL)/Supervisor (S)/Manager (M) Training

web site: [www.dacm.sarda.army.mil/careerdevelopment/](http://www.dacm.sarda.army.mil/careerdevelopment/)  
[www.cpol.army.mil/index.html](http://www.cpol.army.mil/index.html)

- Action Officer Development Course (TL)
- Intern Leadership Development Course (TL)
- Supervisory Development Course (S)
- Sustaining Base Leadership and management (resident and nonres) (TL,S,M)
- Manager Development Course (M)
- Organizational Leadership for Executives (OLE) (M)
- Personnel Management for Executives I and II (PME I, II) (M)

#### Army Logistics Management College, Ft. Lee, VA

- Installation Logistics Management Course

#### Management Concepts, FY00 Financial Management Training

web site: [www.managementconcepts.com](http://www.managementconcepts.com)

- Appropriations Law Seminar. Basic seminar (4 days) for budget analysts, contracting officers, and program managers. Topics: flexibilities and limitations in use of appropriations, avoiding violations of the Anti-Deficiency Act, properly recording obligations, charging obligations to the correct year, determining availability of appropriations as to purpose, finding conditions of relief from responsibility, and more. Seminar conducted in Vienna, VA.

- Contracting Officer's Refresher Course.

#### Future Directions International, INC. (Ft. Belvoir, CPAC)

- Internet Explorer class
- NETSCAPE Navigator class

Encl 1

**GUIDELINES FOR CREDITING CONTINUOUS LEARNING ACTIVITIES  
ATTACHMENT 1**

Category	Creditable Activities	Point Credit (See Note 1)
<b>Training:</b>		
	DAU Certification Courses	10 Per CEU/See DAU Catalog
	DAU Continuing Acquisition Training	10 Per CEU/See DAU Catalog
	DAU Assignment Specific Courses	10 Per CEU/See DAU Catalog
	Other Continuing Acquisition Training	1 point per 60 minutes instruction
	Team Training	1 point per 60 minutes instruction
	Mentor Training	1 point per 60 minutes instruction
	Training with Industry (See Note 2)	1 point per 60 minutes instruction
	Management/Leadership Training	1 point per 60 minutes instruction
	Equivalency Exams	(See Note 3)
<b>Education:</b>		
	Quarter Hour	10 Per Quarter Hour
	Semester Hour	15 Per Semester Hour
	AA	10 (See Note 4)
	BS/BA	20 (See Note 4)
	MS/MA	30 (See Note 4)
	PhD	40 (See Note 4)
	Continuing Education Unit (CEU)	10 Per CEU
	Equivalency Exams	(See Note 3)
<b>Experience:</b>		
	On-the-Job Experiential Assignments	Maximum 40 points in 2 years
	Rotational/Broadening Assignments	Maximum 80 points in 2 years
	Experience with Industry (See Note 2)	Maximum 80 points in 2 years
	PT/Special Project Team Member	Maximum 20 points in 2 years
	PT/Special Project Team Leader	Maximum 20 points in 2 years
	Mentor	Maximum 10 points in 2 years
<b>Professional Activities:</b>		
	Professional Examination, License or Certificate, e.g., CPA, PE	10 to 30 points (See Note 5)
	Active Association Membership	5 points
	Teaching/Lecturing (See Note 6)	2 points for each hour of presentation; maximum 20 in 2 years
	Symposia/Conference Presentations (See Note 6)	2 points for each hour of presentation; maximum 20 in 2 years
	Workshop/Conference Attendance	1 point per 60 minutes of content; maximum 8 per day
	Publications	(See Notes 6 and 7)
	Texts	25 to 40
	Technical Papers, Monographs, etc.	10 to 25
	Consulting (See Note 6)	10 to 25
	Patents	15 to 40 (See Note 5)
<b>NOTES:</b> 1. Minimum requirement is 80 points over two years. Documentation and verification are the responsibility of the employee and supervisor. 2. The Intergovernmental Personnel Act and DoD Directive 1000.17, "Detail of DoD Personnel to Duty Outside the Department of Defense," apply. 3. Equivalency exams taken in lieu of completing a DAU training course, or an academic course, may receive the same number of points that would be awarded for actual completion of the course. 4. Points for degrees may be credited in addition to quarter hour or semester-hour points, but only in the year in which the degree is awarded. 5. A professional license or a patent award may be counted only in the year initially received. 6. See Section V. Paragraphs D and E on pages 7 and 8 of this Policy for compliance requirements. 7. Publications may be credited only in the year published.		